

## **CASA of Montana Office Manager**

### **OVERVIEW:**

CASA of Montana, together with local programs, supports and promotes court-appointed volunteer advocacy for abused and neglected children so that they can thrive in safe, permanent homes. The Court Appointed Special Advocate program of Montana consists of nearly 450 volunteers working with 15 local nonprofit groups to meet the needs of nearly 1,172 children in foster care. CASA of Montana provides network support and public outreach through websites, educational information, various training programs and public relations. For more information, visit [www.casagal.org](http://www.casagal.org) and [www.park2parkMontana.org](http://www.park2parkMontana.org).

### **SUMMARY:**

The Office Manager provides office management support to the Executive Director and the CASA staff. This position is the first point of contact for people seeking information on volunteer opportunities for CASA. This person is responsible for purchase and maintenance of equipment and coordination of office tasks. The event support position for Park-2-Park Montana will include planning and developing this position in coordination with ED, the P2P Coordinator and the volunteer planning committee. P2P is the state's major fundraiser that goes from West Glacier to West Yellowstone.

### **QUALIFICATIONS:**

- High school degree required. Associate's degree preferred or a combination of training and experience in office management and event work. Demonstrate strong skills in organization, interpersonal relationships and ability to prioritize. An understanding of volunteer management, child abuse and neglect, families in crisis, knowledge as a guardian ad litem and other social service skills desirable. Computer literate and familiar with Microsoft Office, including Word and Excel. Experience with spreadsheets and QuickBooks required. Require ability to manage multiple projects simultaneously and to work independently.

### **DUTIES:**

#### **Office Management**

- Maintain electronic and hard filing systems and design filing systems where appropriate.
- Retrieve and disseminate mail each day.
- Answer phones and respond to inquiries.
- Route requests to appropriate staff person.
- Maintain the appearance of the office.
- Maintain and order office supplies, equipment, furniture and postage as necessary.
- Oversee routine and emergency maintenance of office equipment.
- Other duties as assigned.

#### **Administrative and Program Support**

- Provide administrative, programming, and technical support to staff as requested.

- Assist the Executive Director with board of directors' support, program assistance and bookkeeping.
- Assist with staff, contractor, board, and membership travel arrangements as needed.
- Manage accounting and QuickBooks bookkeeping activity, including financial reports. Track registration for benefit activities, as well as donations.

**Event Support:**

- Assist ED and Event Coordinator on fundraising committee development
- Event record keeping, accounting, reporting and follow up.
- Assist coordinator as needed to target riders, funders and other audiences.

**Hours, Salary and Benefits**

Position is 20 to 30 hours per week with a pay range of \$12-13/hour depending on experience. Hours are flexible during normal business hours and can go up to 40 hours near the event in September 2012. Sick and vacation time is earned. An IRA plan is available.

To be considered, submit cover letter, resume, and 3 references **dated or postmarked** via email [info@casagal.org](mailto:info@casagal.org) or via regular mail to address below. Review will begin Nov. 28:

CASA of Montana  
ATTN: Office Manager Position  
P.O. Box 1046  
Helena, MT 59624

**Email submissions are strongly encouraged.** Questions should be directed to this email address or 406-443-2448